



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 1, 2010

Document Transmitted Electronically

Danny Green
Ingomar Packing Company
P.O. Box 1448
Los Banos, CA 93635
dannyg@ingomar.com

Dear Mr. Green:

RE: **FINAL MONITORING REPORT** for Ingomar Packing Company – ET07-0280

Date of the Visit:	01/28/10
Beginning/Ending Time:	1330– 1430
Date of Last Visit:	01/02/09
Visit Location:	Teleconference
Persons in attendance:	Ingomar Packing Company representative: Christina Hopper; ETP representative: Kerri Muraki, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	02/06/07 – 02/05/09	Agreement Amount:	\$21,780
Training Start Date:	02/14/07	No. to Retain:	33
Date Training must be Completed:	11/04/08	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	30

FINAL REPORT SUMMARY:

History of Agreement Changes

Training began on 02/14/07. Your staff reported that all training was completed on 11/04/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 02/05/09.

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

ETP approved one Agreement Modification on 05/13/08, which extended the Agreement term to 24 months. The contract terms new ending date is 02/05/09

Interview with the contract representative, Christina Hopper, Human Resources Administrator

- What barriers, if any, did your company experience in implementing your ETP project?
The only barriers we had were with getting employees to complete the training information in a timely manner.
- What problems, if any, did your company experience with ETP record keeping?
None
- What assistance could ETP have provided that would improve the process for future Contractors?
I think a step-by-step instruction manual would be beneficial. This would eliminate employers having to contact your office to get help.
- How did your company benefit from the ETP training?
I think we benefited because we knew we would want our employees to get more training.

Expected Earnings:

Ms. Hopper provided Kerri Muraki, ETP Project Analyst with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 31 (94% percent of planned retentions) trainees for a total reimbursement of \$14,168 (65% percent of the encumbered amount). Ms. Hopper stated that the closeout invoice was submitted 01/28/10.

Project Status Provided By The Contractor:

Trainees Started Training:	64	Completed Minimum Hours for reimbursement:	47
Dropped Following Enrollment:	7	Completed Training:	47
Number of Active Trainees:	26	Completed Retention:	31

ATTENDANCE ROSTERS:

Attendance rosters were reviewed at this meeting and at the September 10, 2007 monitoring meeting. Rosters were in compliance with ETP guidelines.

SUBAGREEMENTS:

All training was delivered in-house; Ingomar Packing Company staff provided contract administration

INVOICES:

Current ETP records show \$1,650.00 paid to date, and \$10,582 Earned in Process. Ms. Hopper submitted a final Invoice for 31 trainees on 01/28/10.

LOCATION OF TRAINING:

Training commenced at Ingomar Packing Company 9950 South Ingomar Grade, Los Banos, CA

AUDIT:

Ingomar Packing Company will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

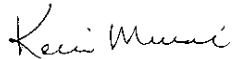
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this Final Monitoring Repot, please contact Kerri Muraki, Project Analyst at 916-327-5677 or kmuraki@etp.ca.gov within ten (10) business days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Kerri Muraki, Project Analyst
Sacramento Regional Office

cc: Christina Hopper christinah@ingomar.com
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File